



HAMILTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

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MINUTES

LEPC Meeting Minutes, May 24, 2006

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held May 24, 2006 at Wally's Restaurant, 6521 Ringgold Rd, in East Ridge, Tennessee. The following constitutes the minutes of that meeting.

Those in attendance were:

Bruce Garner, CFD; **Acting Chairman**
Wayne Stuntz, **Secretary/Treasurer**
Caleb Womack, Steward, **V/Chair**
Amy Kephart, Pilgrims Pride
Larry Martin, McKee Foods
Caroline Williams, LWV
Jack Gray, Hyperlast N. America, **V/Chair**
David Darnell, BASF
Grady Polk, TN State Guard
John Piotter, Hazard Materials Consultant
Gerald Clayton, Invista
Karen Dale, Invista
Robert Hadden, THP
Michael Poe, Sofix
Jeremy Swilley, City Stormwater

Sandra Polly, TN State Guard
Bill Douglas, ARC
Tim Arnold, USCG Auxillary
Libby Forrester, Cherokee Commercial Cleaners
John Leach, HEPACO
Rick Loope, Norfolk Southern
Jim Morgan, Velsicol
Jobie Jones, Velsicol
Glenn Atterton, W.R. Grace
Dusty Rominger, W.R. Grace
Holly Richeson, Chattem, Inc.
Mike Edwards, McKee Foods
Sam Saieed, Chatt. Fire Dept.

Introductory Remarks: Bruce Garner, acting Chairperson, called the meeting to order, welcomed all in attendance, and asked for introductions all around.

- Bruce explained that he was filling in as interim Chair in the absence of Dane Creel.
- Chairman Garner reminded everyone in attendance that this meeting was originally scheduled for May 10th and, for reasons to be covered later in the meeting, was re-scheduled for today.
- Chairperson Garner asked at this time if there was anyone in attendance who was not a member who wished to become a member of the LEPC.
 - Ms Elisabeth Forrester with Cherokee Commercial Cleaners asked to become a member. Wayne Stuntz made motion to accept Ms Forrester as a new member, seconded by Jeremy Swilley—no discussion, motion passed.

Old Business:

- Motion to approve March 8, 2006 LEPC Meeting Minutes was made by Jack Gray, seconded by Larry Martin. No discussion, motion passed.
- Financial report given by Secretary, Wayne Stuntz.
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New Business:

- **Incentive Package for LEPC Members:**

Acting Chairman Garner discussed the proposed incentive package for LEPC members offered by the Chattanooga Fire Department.

- An annual Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Course offered twice a year.
 - Free 8 hour class hosted at the CFD Fire Dept. (limited to 25 per class and a max of 5 employee's per company)
 - Instructors provided by Hamilton County Emergency Services
 - Requirements: Must be an employee of a member company, completed the OSHA HAZWOPER training (40 hour course)
- Fire Extinguisher Training
 - Five hour Course
 - Chattanooga Fire Department will provide classroom and training facilities and instructors
 - Offered twice annually
 - Requirements: Must pre-register, be an employee of a member company.
 - Class size 25 and a maximum of 5 members per company
 - LEPC must help defray some expenses for materials (Cost for dry powered chemical extinguisher)
 - \$8.00 per person or \$200 per class—LEPC Cost
- CPR Training:
 - Possibly be the full course or a refresher course
 - Four hour course
 - CFD provides classroom and instructors
 - Offered twice annually
 - Requirements: Be registered, member of the LEPC
 - Class size of 25 and a max of 5 members per company
 - LEPC may need to help defray expense for materials:
 - CPR Card -\$1.00 per card (\$25.00 per class)
 - One time expense of \$600.00 for instructional materials—re-usable year after year.

- Discussion ensued as to whether a full-course should be offered first or a refresher course—general consensus was to start with full course

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- Bruce said that he would get back with the committee on expenses for the LEPC and how we would proceed with this training—hopefully e-mail this to members before the next meeting.
- Bruce pointed out that all graduates would receive a “certificate of attendance”, signed by the lead instructor and current LEPC Chair
- Bruce said that all training meets OSHA standards and the American Heart Association.

Acting Chairman Garner added that he hoped that all of these incentives would provide a boost in membership. Bruce added that along with the incentive package, members would receive an LEPC membership certificate—acknowledging assistance from David Debuty, and, especially that of Sam Saieed, intern with the CFD, for putting the certificate together.

• **Upcoming LEPC Regional Conference:**

David Darnell said that after careful consideration, the date for the conference has been set for the week of August 21st. David said that on August 21-22, the LEPC would be providing a highway cargo-tank emergency response course—an in-depth, hands-on training course directed specifically for emergency response personnel in our community.

David said that a final decision is still pending on whether to conduct an in-depth two-day specialist cargo-tank training session or have two one-day medium specialist type highway transportation emergency sessions. David said that the vendor selected for this training is Safe Transportation Training Specialist out of Carmel, Indiana. This training will occur at the Chattanooga Police and Fire Training Center. Maximum per class will be 30 persons.

David said the conference would be held at the Chattanooga-Hamilton County Trade and Convention Center. The conference will begin Wednesday morning, August 23rd and continue through Thursday, August 24th, 2006. David added that the cost for the conference is within the budget (Grant money).

David asked Chairman Garner if he would contact the City/County Mayor’s to provide opening remarks—Bruce accepted the request. David said that the Director, Tennessee Homeland Security, Mr. David Mitchell, has been invited to attend and discuss the mission of his office and the current status of security in Tennessee. David covered some of the details of the conference—speakers, break out sessions, etc.

David made an appeal to members to ask their company to consider supporting their LEPC by sponsoring an ad in the brochure, a break or working in conjunction with another company to sponsor a lunch, etc.—can’t be done on Grant money alone.

Exhibitors/Sponsorship/Outreach:

Dusty Rominger made an appeal to member companies to provide a list of vendors (names, contact information, etc.) that they deal with so that the conference subcommittee can contact them to try to get them to be exhibitors and sponsors for the conference. There are a maximum of 15 exhibitor spots available.

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John Piotter covered methods of outreach to include e-mails, PSAs, direct mail and phone contacts to businesses.

- **Future Purchase of Operating Software:**

Chairman Garner spoke briefly about the LEPCs need for software that will depict a companies Tier-II data, etc. for responding agencies (i.e. City/County HAZMAT), to have real time data when they respond to an accident/incident at “X” chemical company—this does not exist at this time.

Bruce mentioned that the LEPC had already viewed the software called Tier II Manager, which appeared to be excellent software that would benefit not only the LEPC but also responding city/county HAZMAT teams. However, it was learned that TEMA was considering purchasing software for the same purpose and would share it throughout the State once chosen. This issue will be looked at again in the near future—especially if TEMA has not soon provided any information on software selection—possibly revisit this issue in September.

- **LEPC Exercise:**

Bruce said that during March of this year, too many things were happening to effectively finish planning execution for an exercise—therefore, it was postponed. Bruce said that it is possible that an exercise could be tied in with the LEPC conference and take care of this requirement.

Other Business:

Larry Martin covered proposed changes to the LEPC By-Laws to be voted on during the July 12, 2006 LEPC meeting.

Date and Location of Next Meeting

- Next meeting is scheduled for July 12, 2006, 10:30 a.m. at Wally's Restaurant, East Ridge, TN
- Meeting adjourned.

Respectfully submitted...

Wayne W. Stuntz
LEPC Secretary